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**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			Overall System Requirements (OSR)	
OSR-1	Process Flows	Formulate Budget Page 2 Level 2 # 2	Provide system flexibility to incorporate additional/modified formats and schedules	Issue consolidated budget formulation directions and detailed instructions Page 7 Level 5 # 63
OSR-2		Formulate Budget Page 2 Level 2 # 2	Provide user access controls to individual templates/data based on organization level, budget stage, decision/approval flow, level of data aggregation	Overall System Requirements
OSR-3	BP Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	The system shall support the coding structure necessary to support Budget Formulation at the levels defined by Core Finance R/3 master data structures	Overall System Requirements
OSR-4	REQTV Wkshp 3/6-7/02	Formulate Budget Page 2 Level 2 # 2	Data structures and templates shall provide for the entry and generation of budget projections by: <ul style="list-style-type: none"> • Programmatic structure • Organization structure • Performing organization and authorizing organization • Multiple years and one year by month • Object Class • Service pool • G&A (Center and Corporate) 	Overall System Requirements

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
OSR-5	REQBP Wkshp 3/6-7/02	Formulate Budget Page 2 Level 2 # 2	The system shall support data entry of dollar values in thousands, with three decimal places Revised per BF Steering Committee 5/15/02 meeting	Overall System Requirements
OSR-6	BP Design 2/20- 21/02	Formulate Budget Page 2 Level 2 # 2	Ability to maintain/update the budget plan in the Budget Formulation system based on adjustments made to the Current Operating Year plan in Core Finance	Overall System Requirements
OSR-7	JFMIP Recmnd (FMB- 07)	Formulate Budget Page 2 Level 2 # 2	System shall provide the capability to develop budgets on-line and via cut-and-paste from spreadsheets that have the same format as the SEM planning layout Revised per BF Steering Committee 5/15/02 meeting	Overall System Requirements
OSR-8	JFMIP Recmnd (FMB- 08)	Formulate Budget Page 2 Level 2 # 2	Prepare budget submission guidance, budget narratives, SOWs and budget briefing packages on-line or include as attachments from desktop software applications supported by SEM, currently Microsoft Word, Excel and Powerpoint Revised per BF Steering Committee 5/15/02 meeting	Overall System Requirements
OSR-9	JFMIP Recmnd	Formulate Budget	Distribute budget submission guidance electronically to organizations	Overall System Requirements

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)	
	(FMB-09)	Page 2 Level 2 # 2			
OSR-10	JFMIP Recmnd (FMB-10)	Formulate Budget Page 2 Level 2 # 2	Establish and retain multiple budget cycles	Overall System Requirements	
OSR-11	Scope Doc	Formulate Budget Page 2 Level 2 # 2	Ability to do “what if” analyses on funding alternatives (examples: adding, deleting, and modifying data values at specified levels of the Financial Classification structure; adjusting projection rates (e.g., 90%, 110%) and exclude specific data elements from projections) as defined in level V requirements Revised per BF Steering Committee 5/15/02 meeting	Overall System Requirements	
OSR-12	Scope Doc	Formulate Budget Page 2 Level 2 # 2	Ability to ensure integrity of multiyear budget data for multiple budget cycles maintaining chronological traceability for any change, with supporting narrative and schedule data	Overall System Requirements	
OSR-13	Scope Doc	Formulate Budget Page 2 Level 2 # 2	Ability to support 1,500 Budget Formulation users Agency-wide with an 80% level of concurrency	Overall System Requirements	
OSR-14	- Original Budget Team	Formulate Budget Page 2 Level 2 # 2	Provide authorized users the ability to define and freeze data from further changes at the completion of specific budget cycle stages	Overall System Requirements	

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
OSR-15	Original Budget Team	Formulate Budget Page 2 Level 2 # 2	Provide appropriate error notification to user upon detection of invalid data	Overall System Requirements
OSR-16	BP Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	The system shall support the full cost structures and processes defined by the Agency Full Cost Implementation Guide	Overall System Requirements
OSR-17	BP Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	Ability to support an unlimited number of budget formulation stages	Overall System Requirements
OSR-18		Formulate Budget Page 2 Level 2 # 2	- Revised per BF Steering Committee 5/15/02 meeting Eliminated per BF Steering Committee decision to descope Status Tracking to provide adequate schedule reserve (10/17./02)	Overall System Requirements
			Revised per BF Steering Committee 5/15/02 meeting	
OSR-20	Process Team Meeting	Formulate Budget Page 2	Provide ability to crosswalk data between elements of yearly programmatic structures that may have combined or split, in order to derive costs-to-date	Overall System Requirements

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	4/09/02	Level 2 # 2	information	
OSR-21	BP Design 2/20- 21/02	Formulate Budget Page 2 Level 2 # 2	Data structures shall support generation and retention of budget plan data to support planned vs actual reporting in the Core Finance Module environment	Overall System Requirements
OSR-22	REQWP Wkshp 03/6- 7/02	Formulate Budget Page 2 Level 2 #2	Provide ability to associate user comments with each planning layout Revised per BF Steering Committee 5/15/02 meeting	Overall System Requirements
OSR-23	SC ViTS 4/15	Formulate Budget Page 2 Level 2 #2	Data structures shall support project planning for both direct and reimbursable funding	Overall System Requirements
OSR-24	SC 4/18	Formulate Budget Page 2 Level 2 #2	The system shall support both MACs and PCs for all actions and activities	Overall System Requirements
			Reports (REP)	
REP-1	REQBP Wkshp 3/6-7/02	Formulate Budget Page 2 Level 2 # 2	Ability to generate defined Agency standard reports	Reports
REP-2	REQBP Wkshp 3/6-7/02	Formulate Budget Page 2 Level 2 # 2	Provide an ad hoc reporting capability that allows any combination of financial classification structure elements, including a roll-up of detail data	Reports
REP-3	PT Mbr Review	Formulate Budget	Templates and data structures shall provide “placeholder” elements to allow the Enterprises and	Reports

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	04/01/02	Page 2 Level 2 # 2	Centers to create and retain user-specified data fields for reporting purposes	
REP-4	REQBP Wkshp 3/6-7/02	Formulate Budget Page 2 Level 2 # 2	Ability to generate reports in tabular format displayed on-line or in printed form	Reports
REP-5	Scope Doc	Formulate Budget Page 2 Level 2 # 2	Ability to produce reports in graphical format displayed on-line or in printed form	Reports
REP-6	BP Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	Ability to compare multiple budget formulation stages/versions within the current planning year or to prior years as they become available	Reports
REP-7	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Ability to combine and display at any level of the programmatic structure, all Budget Formulation data elements	Reports
			Revised per BF Steering Committee 5/15/02 meeting	
REP-9	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Ability to schedule report generation based on a date and time	Reports
REP-10	PT Mbr Review 04/01/02	Formulate Budget Page 2	Ability to schedule report generation based on the successful execution of other jobs (ex., overnight download from Core Finance Module)	Reports

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
		Level 2 # 2		
REP11	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Ability to create and update a repository (i.e., library) of report formats at the Agency and Center levels	Reports
REP-12	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Provide the ability to cancel a report that is currently processing from a user's workstation or printing to a local printer Revised per BF Steering Committee 5/15/02 meeting	Reports
REP-13	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Provide the ability to select a specific printer for report output	Reports
REP-14	PT Mbr Review 04/01/02	Formulate Budget Page 2 Level 2 # 2	Provide users with the ability to display and select from a list of data elements for inclusion in a report	Reports
REP-15	Process Team Meeting 04/10/02	Formulate Budget Page 2 Level 2 #2	Identify the select and sort criteria on each report and the number of records retrieved by the query	Reports
REP-16	Process Team	Formulate Budget	Ability to e-mail reports to other users	Reports

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	Meeting 04/01/02	Page 2 Level 2 #2		
REP-17	Process Team Meeting 04/10/02	Formulate Budget Page 2 Level 2 #2	Provide the ability to determine report length prior to printing for non-batch scheduled reports Revised per BF Steering Committee 5/15/02 meeting	Reports
REP-18	S.C. 4/18/02	Formulate Budget Page 2 Level 2 #2	Provide the ability to download query results into SAP compatible desktop applications (i.e. Excel)	
			Interfaces (INT)	
INT-1	BP Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	Provide an interface with Core Finance to retrieve (extract) commitment, obligation, and cost information, and FTEs as the basis for developing Phasing Plans	Interfaces
			Revised per BF Steering Committee 5/15/02 meeting	
INT-3	Original Budget Team	Formulate Budget Page 2	Provide ability to electronically transfer Agency budget to OMB (OMB MAX database)	Submit OMB Budget Page 18 Level 5 #236

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
		Level 2 # 2		
INT-4	INT Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	Provide the ability to electronically transfer (retract) operating plan data from the Budget Formulation system, at the funds control level, into the Core Finance module, consistent with Core Finance requirements	Interfaces
INT-5	INT Design 2/5-7/02	Formulate Budget Page 2 Level 2 # 2	Provide the ability to electronically transfer (retract) detailed budget plans from the Budget Formulation system to the Core Finance Module, consistent with Core Finance requirements	Interfaces
INT-6	Full Cost Guidnce 04/03/02	Formulate Budget Page 2 Level 2 # 2	Provide the ability to interface with the NASA Budget System (NBS) to transfer the FY 04 OMB submit and the FY 04 President's budget from NBS into the Budget Formulation system to enable the Budget Formulation system to begin operations	Interfaces
			Budget Changes (BC)	
BC-1	CHG Design 3/5/02	Formulate Budget Page 2 Level 2 #2	Ability to define user access for making changes to budget plans based on users' defined role, budget stage, and budget planning area (e.g, G&A, Service Pools)	Budget Changes
BC-2	SP Design 2/05- 07/02	Formulate Budget Page 2 Level 2 # 2	Ability to support bottoms up data entry and top down changes, allowing an out of balance condition in the detail data, that is subsequently identified and must be addressed by the affected organization before the version is closed	Budget Changes
BC-3	CHG Design 3/5/02	Formulate Budget Page 2	Ability to retain, for any top down change, associated source (person), reason, and date/time information	Budget Changes

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
		Level 2 # 2		
BC-4	Process Flows	Formulate Budget Page 2 Level 2 # 2	Provide ability to develop and retain multiple stages and iterations of budget formulation components: guidance, recommendations, requests, decisions, and changes (Agency and Center level stages/versions)	Budget Changes
			Conduct Pre -Program Operating Plan (POP) Activities – Develop Workforce Requirements (WF)	
WF-1	Process Flows	Develop Workforce Requirements Page 2 Level 4 #4A	Provide comparisons of workforce baseline to current requirements	Compare Baseline to Current Requirements Page 11 Level 5 # 108
WF-2	REQWP Wkshp 03/6- 7/02	Develop Workforce Requirements Page 2 Level 4 #4A	Templates and data structures shall support the entry and aggregation of Civil Service and contractor workforce requirements at any specified level: <ul style="list-style-type: none"> ■ Programmatic structure ■ Performing organization ■ Service pools ■ G&A ■ Support and Prime contractors with capability to define functional sub-breaks ■ On-site and off-site contractor ■ Direct and Indirect ■ One tenth FTE – lowest tracking level ■ Multiple years and by month for one year 	Breakdown CS FTE ceiling by organizations & cost centers Page 3 Level 5 # 7
			Conduct Pre -Program Operating Plan (POP) Activities –	

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			Develop Workforce Requirements/ Fund Source 41 Planning	
FS41-1	SP Design 2/26- 27/02	Develop Workforce Requirements Page 2 Level 4 #4A	Support transfer and access of FTE number and costs to support Project, Service Pool, and G&A cost planning	Establish Preliminary Workforce Page 4 Level 5 # 23
FS41-2	SP Design 2/26- 27/02	Develop Workforce Requirements Page 2 Level 4 #4A	Ability to develop cost per FTE by labor categories defined by each Center	Establish Preliminary Workforce Page 4 Level 5 # 23
FS41-3	FS41 Design 2/05- 07/02	Develop Workforce Requirements Page 2 Level 4 #4A	Templates and data structures shall provide for entry and generation of non-reimbursable and reimbursable salary costs and FTEs	Establish Preliminary Workforce Page 4 Level 5 # 23
FS41-4	FS41 Design 2/05- 07/02	Develop Workforce Requirements Page 2 Level 4 #4A	Ability to develop FTE cost projections for any specified time period (i.e. pay period, month) of the planned operating year and an annual amount for each of six outyears	Establish Preliminary Workforce Page 4 Level 5 # 23
FS41-5	FS41 design 2/05- 07/02	Develop Workforce Requirements Page 2 Level 4 #4A	Eliminated per BF Steering Committee decision to descope FS-41 rate development to provide adequate schedule reserve (10/17./02)	Establish Preliminary Workforce Page 4 Level 5 # 23

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
FS41-6	JFMIP Recmnd (FMB-05)	Develop Workforce Requirements Page 2 Level 4 #4A	Eliminated per BF Steering Committee decision to descope FS-41 rate development to provide adequate schedule reserve (10/17./02)	Establish Preliminary Workforce Page 4 Level 5 #23
			Conduct Pre-Program Operating Plan (POP) Activities – Build Preliminary Service Pool Business Plan (SP)	
SP-1	Process Flows	Build Service Pool Business Plan Page 2 Level 4 #4B	Provide ability to develop a catalogue of Services and Rates at the Center level	Consolidate SP Customer Agreements Page 5 Level 5 # 35 Updated Catalog of Services and Rates Page 9 Level 5 # 78 Update Catalog of Services Page 12 level 6 # 139
SP-2	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Templates and data structures shall support development of an Expenditure Plan aggregated by appropriation/ by Fund Source	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-3	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Service Pool Expenditure Plan template shall be able to organize and display total dollars and workforce (civil service and on-site contractors) with the capability to define functional sub-breaks and elements of costs as defined in the Agency Full Cost Implementation Guide – By pool/commodity/service	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			– By cost elements (ex., labor, travel, ODCs)	
SP-4	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Expenditure Plan templates and data structures shall support the entry or generation of data for multiple years and one year by month	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP5	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Expenditure Plan template shall perform data calculations to reflect units of available service or commodity	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-6	SP Design 2/05- 07/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Expenditure Plan template shall be able to incorporate Service Pool management cost elements (such as Civil Service labor, travel, indirect and direct pool charges) as well as operational pool costs (such as Civil Service costs, contractor costs, related direct charges)	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-7	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4A	Templates and data structures shall support development of a Revenue Plan aggregated by Pool/ by Appropriation/ by Fund Source	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-8	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Revenue Plan template shall be able to organize data by Customer (Project, other service pools, G&A)	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
				Page 12 Level 6 # 136
SP-9	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Revenue Plan template shall be able to perform data calculations to reflect planned commodity and service consumption compared to capacity available	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-10	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	The Revenue Plan templates and data structures shall support entry or generation of data for multiple years and one year by month	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-11	REQSP Wkshp 3/6-7/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Ability to support development of a Service Agreement containing: <ul style="list-style-type: none"> • Customer name <ul style="list-style-type: none"> – Pool name/project/Point of Contact (POC) • List of commodities (rate and consumption unit and value) • Narrative information (for scheduling, etc.) • Service (i.e., allocated or demand) • List of direct and allocated charges • Period of performance for the operating year • Schedules for outyears 	Draft Preliminary Service Level Agreements Page 5 Level 5 # 27 Draft Working Service Agreement Page 5 Level 5 # 32 Consolidate Total Service Pool Customer Agreement Page 5 Level 5 # 35 Revised Service Agreements Page 9 Level 5 # 78 Formalize Preliminary Service Agreement Page 12 Level 6 # 139
SP-12	SP Design 2/26- 27/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Templates and data structures shall provide for entry and generation of cost and workforce assignments by Service Pool for each receiver project	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan

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LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
				Page 12 Level 6 # 136
SP-13	SP Design 2/26- 27/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Templates and data structures shall provide for entry and generation of Service Pool cost and workforce assignments from one Center to another Center	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-14	SP Design 2/26- 27/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Ability to support the required number of Service Pools as defined in the Agency Full Cost Implementation Guide and sub-pools as implemented at a Center	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-15	SP Design 2/26- 27/02	Build Service Pool Business Plan Page 2 Level 4 #4B	Ability to assign expenses from one Service Pool to another consistent with the Agency Full Cost Implementation Guide	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
SP-16	Full Cost Guidnce 04/03/02	Build Service Pool Business Plan Page 2 Level 4 #4B	<p>Templates and data structures shall provide for entry and generation of total costs for all other than G&A Service Pools, utilized by a given project, by the following cost elements:</p> <ul style="list-style-type: none"> • Number of Civil Service FTEs and corresponding costs • Number of on-site contractors and corresponding costs • Civil Service salaries/benefits costs • Travel costs • Other contracts/purchases costs 	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
SP-17	SC ViTS 4/15	Build Service Pool Business Plan Page 2 Level 4 #4B	System shall support allocation of service pool costs to each customer, consistent with allocation methodology configured by Core Finance	Develop Service Pool Business Plan Page 5 Level 5 # 26 Refine Service Pool Business Plan Page 9 Level 5 # 76 Revise Service Pool Business Plan Page 12 Level 6 # 136
			Conduct Pre-Program Operating Plan (POP) Activities – Build Preliminary (Center) G&A Budgets (GA)	
GA -1	G&A Design 2/5-7/02	Build Preliminary G&A Budgets Page 2 Level 4 #4C	Templates and data structures shall provide for entry and generation of the costs and workforce assignments from Service Pools to G&A	Issue call for G&A budget Page 6A Level 5 # 39
GA -2	G&A Design 2/5-7/02	Build Preliminary G&A Budgets Page 2 Level 4 #4C	G&A templates and data structures shall provide the ability to utilize Center FTE workforce rates from FS41 Planning	Calculate G&A Rate Page 6A level 5 # 43
GA -3	Process Flows	Build Preliminary G&A Budgets Page 2 Level 4 #4	Templates and data structures shall support entry and generation of a request containing G&A dollars and workforce by organization (Cost Center)	Develop Functional Budget Request Page 6A level 5 #39
GA -4	G&A Design 03/12/02	Build Preliminary G&A Budgets Page 2 Level 4 #4C	Ability to calculate G&A rate by direct on-site population (includes civil servants and on-site contractors) to be used to distribute the total G&A cost and civil service FTE and Contractor workyear allocation to Programs/Projects based on the number of direct Civil Service FTEs and direct on-	Calculate Rate Page 6A Level 5 # 43

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			site contractors for a given project	
			Conduct Pre -Program Operating Plan (POP) Activities – Refine (Center) G&A Budgets (RGA)	
RGA -1	Process Team Meeting 04/09/02	RefineG&A Budgets Page 13 Level 5 #150	Templates and data structures shall allow Centers to distribute Center G&A to Projects	Disseminate Calculated Rates Page 13 Level 6 # 161
			Conduct Pre -Program Operating Plan (POP) Activities- Build Preliminary/Refine Corporate G&A Budget (CGA)	
CGA -1	Process Flows	Build Preliminary/ Refine Corporate G&A Budget Page 2 Level 4 #4D, Page 8 Level 4 #5B	Ability to integrate Performing Center Corporate G&A budget inputs into a Corporate G&A budget	Integrate Performing Center Corporate G&A Budget Inputs Page 6B Level 5 #49 Integrate Performing Center Corporate G&A Budget Inputs Page 16 Level 5 # 207
CGA -2	G&A Design 03/12/02	Build Preliminary Corporate G&A Budget Page 2 Level 4 #4D, Page 8 Level 4 #5B	Ability to aggregate Center costs for the support of corporate tasks (e.g., IFMP, NASA payroll) to determine a corporate G&A rate common across all Centers	Integrate Performing Center Corporate G&A Budget Inputs Page 6B Level 5 #49 Integrate Performing Center Corporate G&A Budget Inputs Page 16 Level 5 # 207
CGA -3	Full	Build	Ability to distribute Corporate G&A rate to Centers	Finalize Corporate G&A

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	Cost Guidnce 04/03/02	Preliminary/ Refine Corporate G&A Budget Page 2 Level 4 #4D, Page 8 Level 4 #5B		Page 22 Level 5 # 278
CGA -4	Full Cost Guidnce 04/03/02	Build Preliminary/ RefineCorpor ate G&A Budget Page 2 Level 4 #4D, Page 8 Level 4 #5B	Templates and data structures shall support the entry and generation of Corporate G&A by cost categories and sub-elements as defined by the Agency Full Cost Implementation Guide	Formulation Budget Recommendations Page 6B Level 5 #50 Formulate Budget Recommendations Page 16 Level 5 # 208
CGA -5	Full Cost Guidnce 04/03/02	Build Preliminary/ RefineCorpor ate G&A Budget Page 2 Level 4 #4D, Page 8 Level 4 #5B	Ability for Centers to distribute Corporate G&A to projects	Finalize Corporate G&A Page 22 Level 5 # 278

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			Conduct Pre -Program Operating Plan (POP) Activities- Prepare POP Call (PC)	
PC-1	Process Flows	Prepare POP Call Page 2 Level 4 #4E	Provide the ability to compile numeric data and text and make available for direct and widespread access across NASA	Develop strategic guidance for budget formulation Page 7 Level 5 # 55
PC-2	Process Flows	Prepare POP Call Page 2 Level 4 #4E	Provide ability to create numeric guidelines for budget formulation based on prior year Congressional Budget Baseline with changes if required	Develop changes to Congressional Submit Baseline Page 7 Level 5 # 58
PC-3	Process Flows	Prepare POP Call Page 2 Level 4 #4E	Provide ability to append additional Center-level guidance to the Agency POP guidelines and issue a Center POP Call to Projects and Performing Organizations	Develop Consolidated Call Page 9 Level 5 # 74
			Develop POP- Build Center POP Submission/ Project Budget Planning (POP)	
POP-1	REQBP Wkshp 3/6-7/02	Build Center POP Submission Page 8 Level 4 #5A	<p>Templates and data structures shall provide for entry or generation of a Budget Plan containing dollars and workforce requirements to the lowest level of the programmatic and organization structure, with the following characteristics:</p> <ul style="list-style-type: none"> • Multiple years and by month for one year (displayed on X-axis on input screen) • WBS element and commitment items for 	Develop Direct Project Requirements Page 9 Level 5 # 75

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Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			<p>service pools (displayed on Y-axis of input screen)</p> <ul style="list-style-type: none"> • Prior year, balance to complete, and total cost as part of multi-year display • Center identification; performing Center and authorizing Center • WBS element and commitment items for direct project budget requirements • Civil Service salaries/benefits costs • Travel costs • Number of Civil Service FTEs • Number of on-site contractors • Total contractor workyears 	
POP-2	REQBP Wkshp 3/6-7/02	Build Center POP Submission Page 8 Level 4 #5A	Ability to crosswalk the NASA WBS structure to programmatic attributes established in the system (i.e., strategic goals, education activities, security, IT)	Develop Direct Project Requirements Page 9 Level 5 # 75
POP-3	REQBP Wkshp 3/6-7/02	Build Center POP Submission Page 8 Level 4 #5A	<p>Templates and data structures shall provide for entry of Civil Service FTE and contractor workyear requirements</p> <p>Revised per BF Steering Committee 5/15/02 meeting</p>	Develop Direct Project Requirements Page 9 Level 5 # 75
POP-4	REQBP Wkshp 3/6-7/02	Build Center POP Submission	<p>Budget Planning templates shall have the following capabilities:</p> <ul style="list-style-type: none"> ■ Support planning by commitment item 	Develop Direct Project Requirements Page 9 Level 5 # 75

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LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
		Page 8 Level 4 #5A	<ul style="list-style-type: none"> ■ Accommodate narrative header information ■ Ability to make detailed and summary level adjustments ■ Ability to record documentation narrative notes on any input field (Excel's flagged comment capability) ■ Ability to specifically plan guideline and overguideline requirements and easily identify both types for reporting purposes ■ Ability to plan different categories of overguideline requirements and easily identify categories for reporting purposes ■ Ability to plan for new WBS elements not in Core Financial master table ■ Ability to accommodate multiple versions within a budget stage ■ Ability to capture reimbursable identifiers (i.e., sales order) ■ 	
POP-5	SP Design 2/26-27/02	Build Center POP Submission Page 8 Level 4 #5A	Ability to build and maintain budget plans at a level consistent with actuals data available from Core Finance	Develop Direct Project Requirements Page 9 Level 5 # 75
POP-6	Process Flows	Build Center POP Submission Page 8 Level 4 #5A	Provide ability to aggregate project budget requests into a Center budget request submission, integrating program/project budgets with Service Pool and G&A requirements	Review submission Page 10 Level 5 # 82
POP-7	Process	Build Center	Provide ability to establish and retain multiple	Develop SOW

**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	Flows	POP Submission Page 8 Level 4 #5A	iterations of documentation supporting justification of a new start, including task description, milestones, deliverables, and workforce requirements	Page 11 Level 5 # 110
			Develop POP- Build Enterprise Budget (EB)	
EB-1	Process Flow	Build Enterprise Budget Page 8 Level 4 #5C	Provide ability to generate an aggregate Enterprise Budget from Center POP Submissions including non-reimbursable and reimbursable estimates	Validate Submission Page 15 Level 5 # 190
			Develop POP- Build Agency Submission to OMB (OMB)	
OMB-1	Process Flows	Build Agency Submission to OMB Page 8 Level 4 #5D	Ability to develop Agency budget submission to OMB based on enterprise budget and Corporate G&A budget recommendations to Comptroller	Prepare Final Recommendations Page 17 Level 5 # 224
OMB-2	Process Flows	Build Agency Submission to OMB Page 8 Level 4 #5D	Provide ability to retain multiple stages (passbacks) of the OMB Budget request; with associated guidance, recommendations, decisions, and changes for each passback	Review Enterprise and Corporate G&A budget recommendations Page 18 Level 5 # 236
OMB-3	Process Flows	Build Agency Submission to OMB Page 8 Level 4 #5D	Ability to transmit final Agency budget decisions and budget marks to multiple management levels within the Agency, and capture resultant Enterprise, Program, Center POP, Performing Center, and Corporate G&A distribution of	Update POP submission Page 18 Level 5 # 233 Validate Performing Center distribution Page 18 Level 5 #234 Finalize Agency G&A distribution

**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
			changes	Page 18 Level 5 #235
			Develop POP- Develop Initial Phasing Plans (PP)	
PP-1	BP Design 2/5-7/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	The system will support development of a phasing plan (obligation, commitment, cost details, Civil Servant, and contractor workforce) that includes 12 months for the planned operating year	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-2	REQBP Wkshp 3/6-7/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	Budget Planning templates shall support the definition of algorithms at any level of the WBS structure	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-3	REQBP Wkshp 3/6-7/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	Budget Planning templates shall provide the ability to phase prior year balances by program year or as a total amount	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-4	BP Design 2/5-7/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	Ability to support the following Phasing Plan characteristics: appropriation year, project structure, organization structure, function code, contracts, support contractors, commitment item, fund source, phasing periods	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-5	BP Design 2/20-	Develop Initial Phasing Plans	System shall support multiple, selectable algorithms to accomplish monthly phasing	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239

**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	21/02	Page 8 Level 4 #5E		
PP-6	BP Design 2/20- 21/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	System shall support the use of pre-defined, user selectable phasing algorithms and manual entry Revised per BF Steering Committee 5/15/02 meeting	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-7	BP Design 2/20- 21/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	System shall support user entry of cumulative monthly phased dollar amounts with automatic calculation of annual cumulative amount	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-8	BP Design 2/20- 21/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	System shall support user entry of a monthly phasing rate with automatic calculation of an annual cumulative	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-9	PT Mbr Review 04/01/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	Ability to “copy” actuals per month into monthly phasing plan fields during a mid-year phasing plan update	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-10	REQBP Wkshp 3/6-7/02	Develop Initial Phasing Plans Page 8 Level 4 #5E	Budget Planning templates and data structures shall capture detail commitments, obligations, costs, and uncoded by program year, by month, and compute aggregates at the initiation of each phasing plan process	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
PP-11	BP Design	Develop Initial Phasing	Ability to initialize planning data/templates with both Core Finance converted prior year cumulative	Build Direct Projects Monthly Phasing Plan

**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**

Req ID	Source	Process Flow High Level (Level 2-4)	Description	Detail Process Flow (Level 5-6)
	2/20- 21/02	Plans Page 8 Level 4 #5E	data and manual entry of prior year cumulative data	Page 19 Level 5 # 239
PP-12	PT Mbr Review 04/01/02	Develop Initial Phasing Plans Page 8 Level 4	Ability to calculate and retain a monthly average for civil service and contractor workforce based on total workforce divided by 12	Build Direct Projects Monthly Phasing Plan Page 19 Level 5 # 239
			Develop POP- Build Congressional Budget (CB)	
CB-1	Process Flows	Build Congressional Budget Page 8 Level 4 #5F	Ability to develop Agency budget submission to Congress based on Enterprise budget and Corporate G&A budget decisions	
CB-2	Process Flows	Build Congressional Budget Page 8 Level 4 #5F	Provide ability to retain multiple stages of Congressional Budget action with associated guidance, recommendations, decisions, and changes for each action	Review Enterprise and Corporate G&A budget recommendations Page 22 Level 5 # 279
			Develop POP- Release Budgets to Centers (RBC)	
RBC-1	Process Flows	Release Budgets to Centers Page 8 Level 4 #5G	Ability to transmit final Congressional budget decisions and budget marks to multiple management levels within the Agency, and capture resultant Enterprise, Program, and Center distribution of changes	

12/3/02

**BUDGET FORMULATION
LEVEL IV REQUIREMENTS**